



AHP Online Registration for Sponsors



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Guide for Registering for AHP Online:

SPONSOR/CONSULTANT REGISTRATION

CREATING AN ACCOUNT

If this is the first time you are logging in, you will need to create an account.

1. There are three options to navigate to AHP Online.
 - From www.fhlbtpeka.com/ahp, select the 'Application' link on the left-hand side and select the AHP Online button.
 - You may also select 'Logins' on the top right portion of the website and select AHP Login.
 - Last you can go directly to AHP Online by entering www.ahpfhlbtpeka.com on your search engine.
2. On the Welcome Page, select "Sponsor Sign In."

ALREADY REGISTERED BUT FORGOT YOUR USERNAME?

DO NOT re-register or create a new username, this causes issues in AHP Online.

Contact HCD for assistance at 866.571.8155.

To create an account:

First Tier Authentication

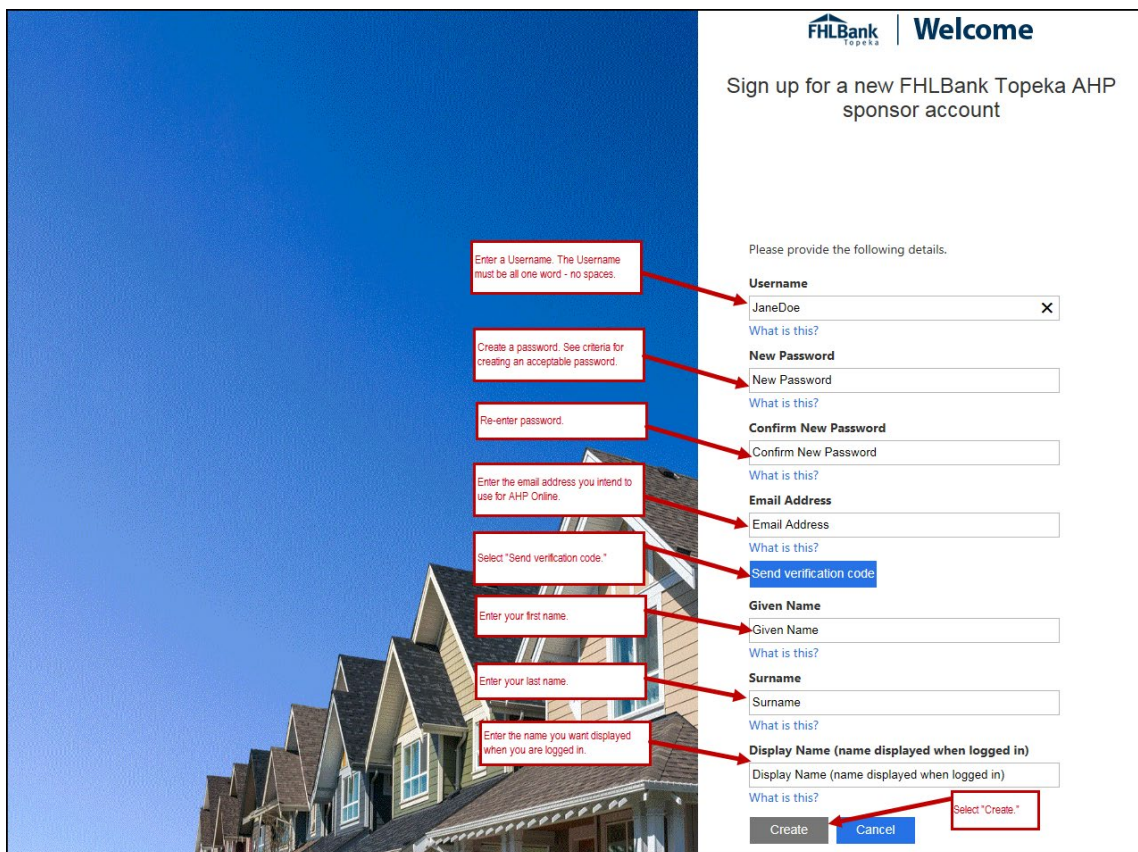
1. Enter the information required on the screen. **Be sure to enter all information before proceeding to the next step** (selecting "Send verification code").
2. Select "Send verification code." The prompt will change to "Verify code." This is the first step in the two-tier authentication process.
3. This step will authenticate the email address you provided. When the code is received via the email provided, enter the verification code, and select "Verify code." **The code must be entered within approximately three minutes, or you will be required to request a new verification code.**
4. Select "Create."

FYI

Passwords must be 8-16 characters and must include three out of four of the following:

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- One or more of the following symbols: @ # \$ % ^ & * _ + = [] { } | \ : ' ~ " ().

***Do NOT create a username and/or password for another person. Authentication methods are sent to personal cell phone numbers and email addresses.



The screenshot shows the "Welcome" page for signing up for a new FHLBank Topeka AHP sponsor account. The form includes fields for Username, New Password, Confirm New Password, Email Address, Send verification code, Given Name, Surname, and Display Name. Red boxes with arrows point to specific fields, each containing a red instruction:

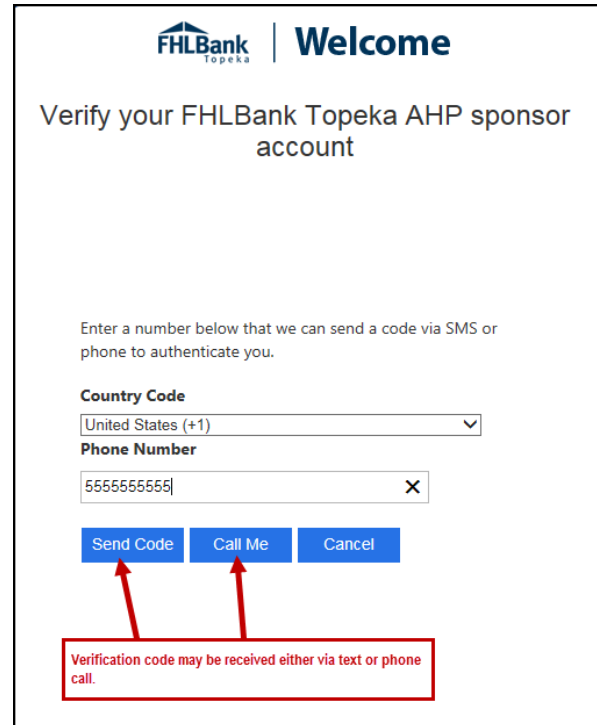
- Username:** Enter a Username. The Username must be all one word - no spaces.
- New Password:** Create a password. See criteria for creating an acceptable password.
- Confirm New Password:** Re-enter password.
- Email Address:** Enter the email address you intend to use for AHP Online.
- Send verification code:** Select "Send verification code."
- Given Name:** Enter your first name.
- Surname:** Enter your last name.
- Display Name:** Enter the name you want displayed when you are logged in.

At the bottom of the form are "Create" and "Cancel" buttons. A red box with an arrow points to the "Create" button with the instruction: "Select 'Create.'"

Second Tier Authentication

The second tier of authentication is received via either text (“Send Code”) or phone call (“Call Me”).

1. Verify the “Country Code” is correct.
2. Enter the phone number to which you want the verification code sent. This number will also be used for all future verifications.
 - If a verification code will be received via text, follow the prompts on the screen. **The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.**
 - If the verification will be received via phone call, follow the voice prompts in the phone call. **Verifications received via phone call must be made to a direct office number or cell phone (i.e. a number you will have access to when you are logging in to AHP Online).**



FYI

If you will access AHP Online from both your office and home computers, it may be best to enter your cell number as the phone number to which you want your verification code sent. If you are unable to receive the verification code, you will be unable to access AHP Online. Likewise, if you do not have a direct office number that reaches only you, it may also be best to enter your cell number.

SETTING UP YOUR USER PROFILE

EDIT PROFILE SCREEN

- Enter information as applicable.
 - ❖ Fields highlighted in yellow are required.
 - ❖ Fields highlighted in green are optional.
 - a. The email displayed on this page is the email provided when the account was created. It cannot be edited by the user.
 - b. The Work Phone Number you provide does not need to be the same as the phone number you provided for the authentication process. It does not need to be a direct line and may be an office line with an extension number.
- Review information and select “Save” to continue.



Jane Doe | [Logout](#)

Current as of April 20, 2017 at 11:54 AM CDT

User Profile ?

= Required fields
 = Optional fields

Edit Profile

Login ID: dq15czwe!gmfxyt38uug7ki- Salutation:* Ms. ▼ First Name:* Jane Middle Initial: Last Name:* Doe Title/Position: Executive Director Email:* terri.smith@fhlbtopeka.com Confirm Email:* terri.smith@fhlbtopeka.com	Cell Phone Number: Work Phone Number:* 5555555555 Extn: Fax Number: Address Line1* One Security Benefit Place Address Line2 ZIP* 66606 Zip+4 2542 Lookup ? City TOPEKA County SHAWNEE State KS Congressional District KS02 Census Tract 0024.00 CBSA 45820
--	---

* Required to save the page

Save
Undo

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CREATE OR SELECT AN ORGANIZATION

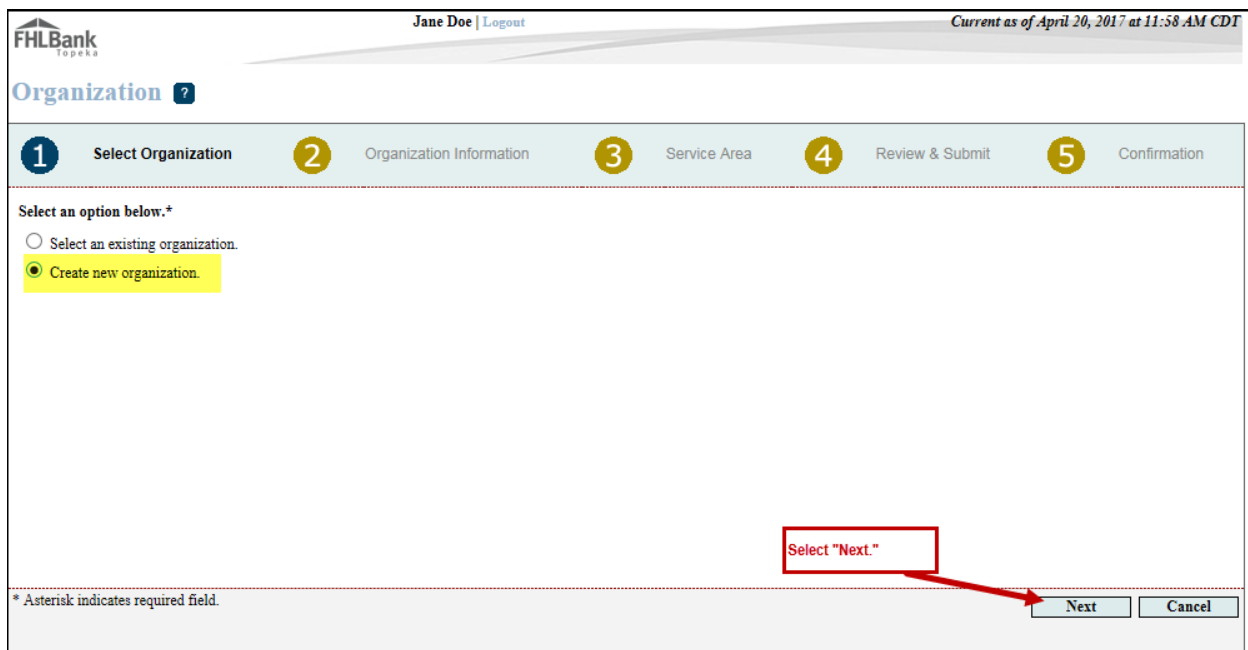
If this is the first time your organization is applying for AHP funding, the first person to register will be required to create a new organization.

If more than one individual will register for the same organization, only the first person registering for that organization will need to create the organization on this screen. **After the organization is created, all remaining person registering for AHP Online should click ‘Select an existing organization’ and search by organization name.**

CREATING AN ORGANIZATION TWICE will cause issues in AHP Online.

Contact HCD for assistance at 866.571.8155.

To create a new organization, select “Create new organization.” If the organization has already been entered in AHP Online, select “Select an existing organization” and review pages for accuracy. If information needs to be edited, see “[Edit the User Profile](#)” or “[Edit Organization](#).”



FHLBank Topeka Jane Doe | Logout Current as of April 20, 2017 at 11:58 AM CDT

Organization ?

- 1 Select Organization
- 2 Organization Information
- 3 Service Area
- 4 Review & Submit
- 5 Confirmation

Select an option below.*

☐ Select an existing organization.

☒ Create new organization.

* Asterisk indicates required field.

Select "Next." → Next Cancel

ORGANIZATION INFORMATION

1. Enter information as applicable.
 - ❖ Fields highlighted in yellow are required.
 - ❖ Fields highlighted in green are optional.
2. Select at least one or more services provided as applicable.
3. Review information for accuracy and select "Next" to continue.

FYI

Use www.usps.com to verify the ZIP+4.

See [ZIP + 4 and Census Tract Look Up](#) for instructions.


Jane Doe | Logout
Current as of April 20, 2017 at 11:59 AM CDT

Organization ?

= Required fields
 = Optional fields

1 Select Organization
2 Organization Information
3 Service Area
4 Review & Submit
5 Confirmation

Organization Information

Organization Name* Specialty Services Inc

Organization Type* Not-for-Profit Organization

Phone Number* 5555555555

Fax Number

Website

Services Provided* Must select at least one type of service provided.

☐ Affordable Housing Development

☐ Employment Training

☐ Architectural/Engineering

☐ Financial Literacy

☐ Consulting

☐ Health Care Services

☐ Counseling Services (mental health)

☐ Housing Counseling (pre and post)

☐ Counseling Services (residential support)

☐ Job Training/Welfare to Work

☐ Counseling Services (substance abuse)

☐ Legal

☐ Day Care/Youth Programs

☐ Office of Minority and Women Inclusion (OMWI)

☐ Education

☐ Property Management

☒ Elderly Services

☒ Special Needs Housing

Mailing Address

Address Line1* One Security Benefit Place

Address Line2

ZIP* 66606 ZIP+4* 2542 Lookup ?

City TOPEKA

County SHAWNEE

State KS

☐ Other

* Asterisk indicates required field.

Back
Next
Cancel

When all required information is complete, verify it is correct, and select "Next" to continue.

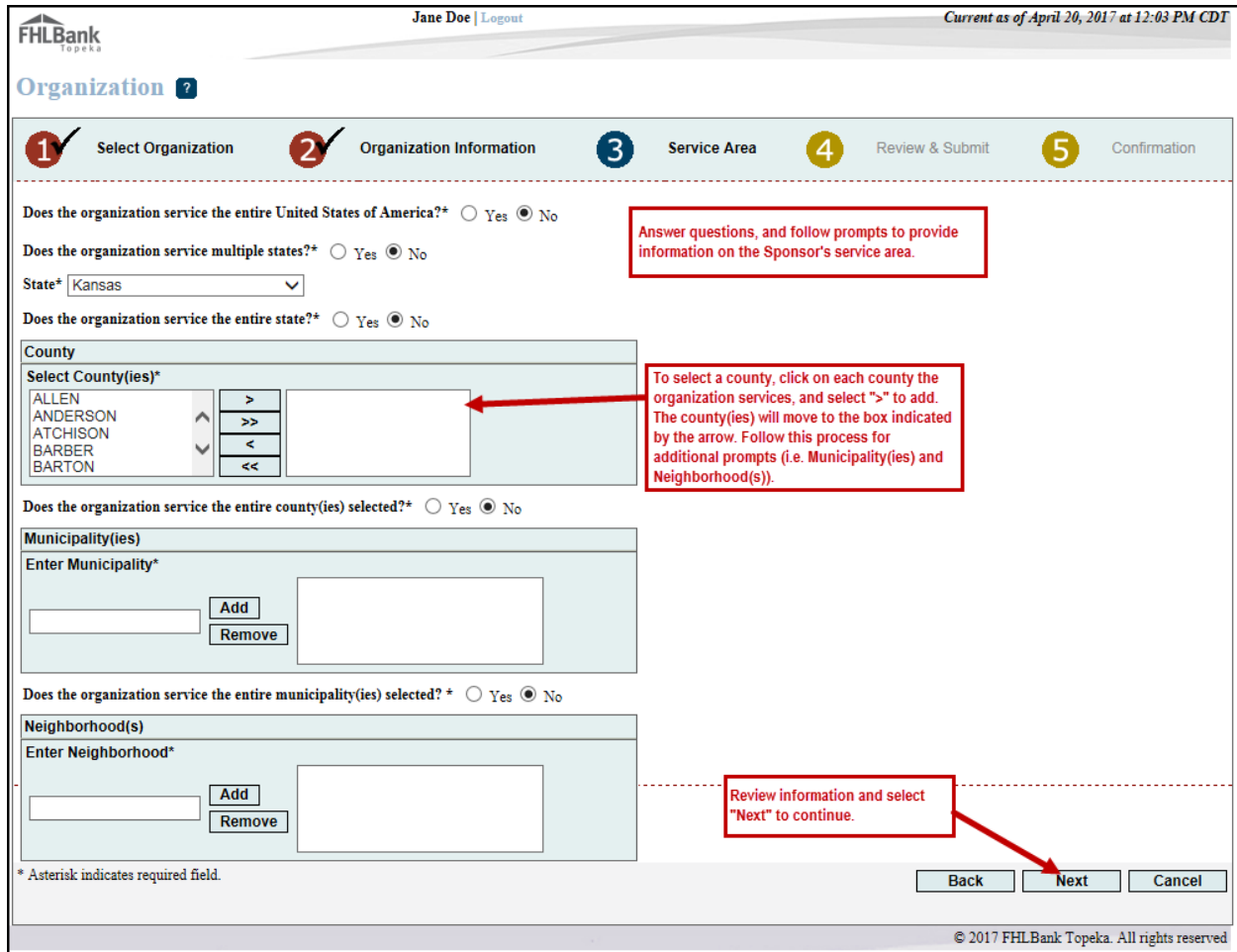
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FHLBank recommends sponsors select "Project Sponsor" and consultants select "Other" for Organization Type

SERVICE AREA

1. Provide information regarding the sponsor organization's service area. AHP Online will provide prompts based on information provided. If the organization services the entire United States of America, no additional prompts will display.
2. Select "Next" when finished.

In the example below, the sponsor organization only provides service to certain neighborhoods within a municipality.



Organization ?

1 Select Organization 2 Organization Information 3 **Service Area** 4 Review & Submit 5 Confirmation

Does the organization service the entire United States of America?* ☐ Yes ☒ No

Does the organization service multiple states?* ☐ Yes ☒ No

State*

Does the organization service the entire state?* ☐ Yes ☒ No

County

Select County(ies)*

ALLEN	>	
ANDERSON	>>	
ATCHISON	<	
BARBER	<<	
BARTON		

Does the organization service the entire county(ies) selected?* ☐ Yes ☒ No

Municipality(ies)

Enter Municipality*

Does the organization service the entire municipality(ies) selected? * ☐ Yes ☒ No

Neighborhood(s)

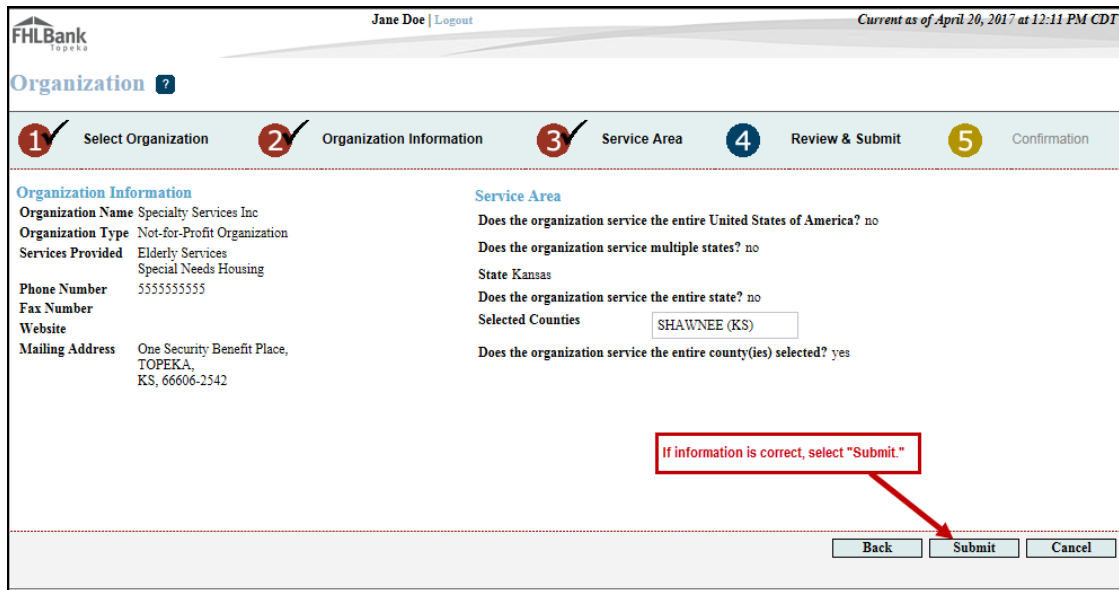
Enter Neighborhood*

* Asterisk indicates required field.

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REVIEW & SUBMIT

1. Review the information for accuracy.
2. Select "Back" to correct information.
3. Select "Submit" to complete and submit the Organization Information.



Organization ?

1 Select Organization 2 Organization Information 3 Service Area 4 Review & Submit 5 Confirmation

Organization Information

Organization Name Specialty Services Inc
 Organization Type Not-for-Profit Organization
 Services Provided Elderly Services
 Special Needs Housing
 Phone Number 5555555555
 Fax Number
 Website
 Mailing Address One Security Benefit Place,
 TOPEKA,
 KS, 66606-2542

Service Area

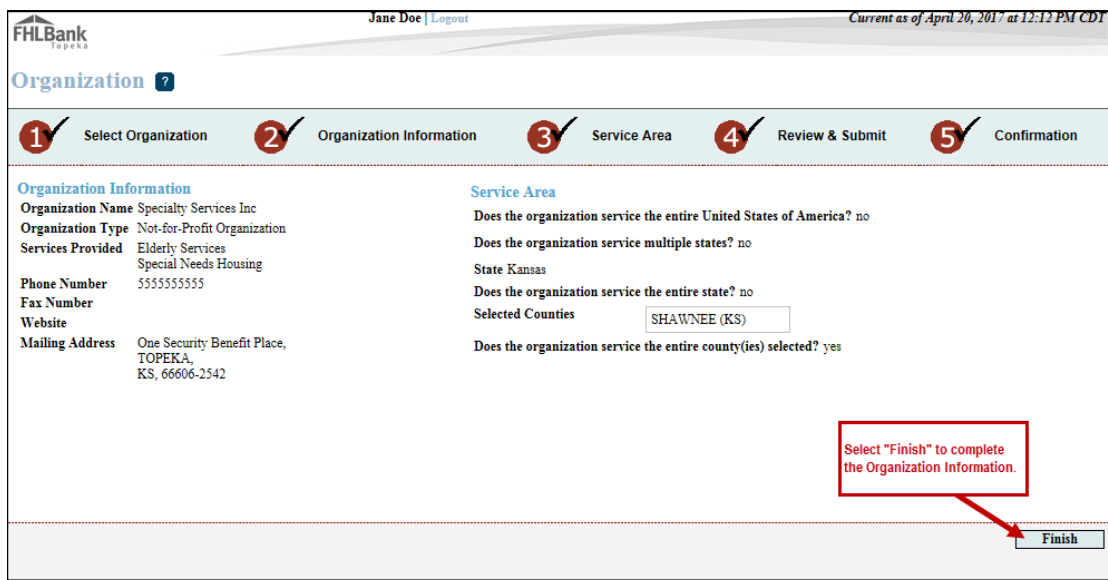
Does the organization service the entire United States of America? no
 Does the organization service multiple states? no
 State Kansas
 Does the organization service the entire state? no
 Selected Counties SHAWNEE (KS)
 Does the organization service the entire county(ies) selected? yes

If information is correct, select "Submit."

Back Submit Cancel

CONFIRMATION

Select "Finish" to complete the Organization Information requirements to access AHP Online. If the organization needs to be edited, see "[Editing the User Profile.](#)" Otherwise, continue to "[Initiate Application.](#)"



Organization ?

1 Select Organization 2 Organization Information 3 Service Area 4 Review & Submit 5 Confirmation

Organization Information

Organization Name Specialty Services Inc
 Organization Type Not-for-Profit Organization
 Services Provided Elderly Services
 Special Needs Housing
 Phone Number 5555555555
 Fax Number
 Website
 Mailing Address One Security Benefit Place,
 TOPEKA,
 KS, 66606-2542

Service Area

Does the organization service the entire United States of America? no
 Does the organization service multiple states? no
 State Kansas
 Does the organization service the entire state? no
 Selected Counties SHAWNEE (KS)
 Does the organization service the entire county(ies) selected? yes

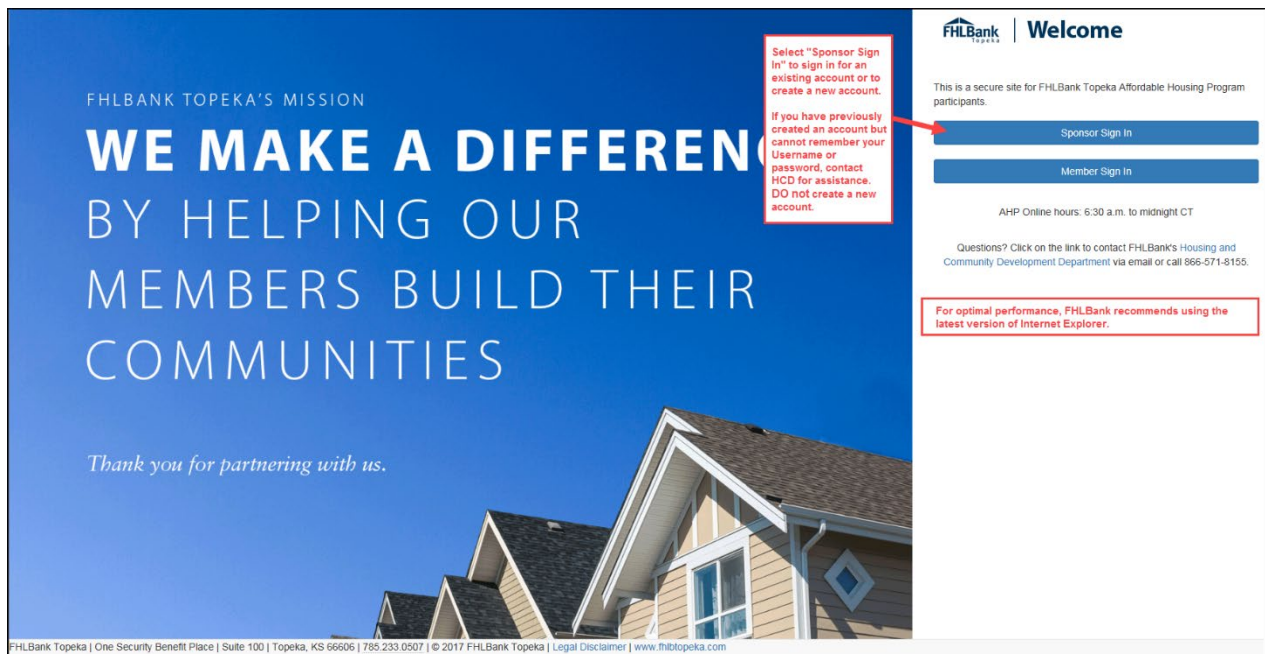
Select "Finish" to complete the Organization Information.

Finish

USING AHP ONLINE ONCE REGISTERED

ACCESSING AHP ONLINE

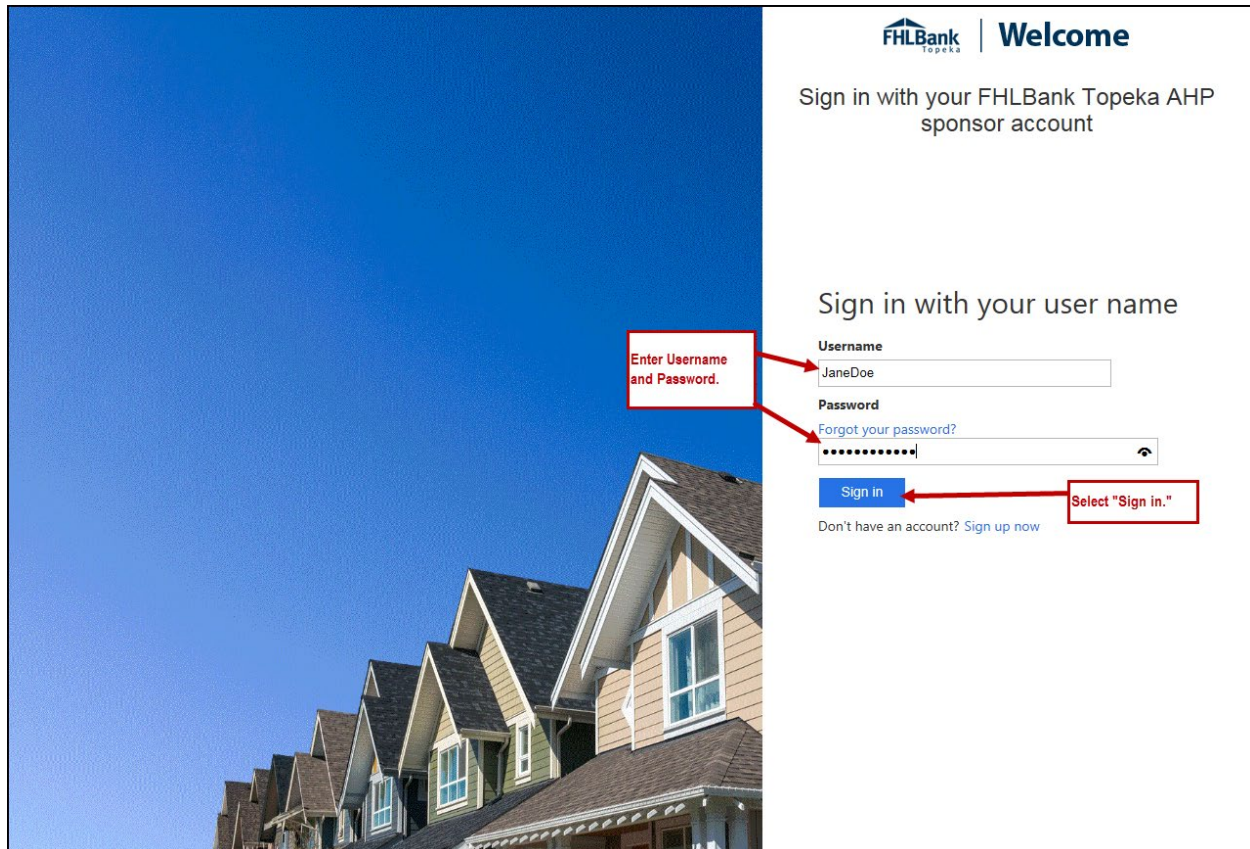
1. There are three options to navigate to AHP Online.
 - From www.fhlbtopeka.com/ahp, select the 'Application' link on the left-hand side and select the AHP Online button.
 - You may also select 'Logins' on the top right portion of the website and select AHP Login.
 - Last you can go directly to AHP Online by entering www.ahpfhlbtopeka.com on your search engine.
2. On the Welcome Page, select "Sponsor Sign In."



LOGGING IN

If you do not have an existing account, you will need to create one. Go to the [“Sponsor/Consultant Registration”](#) section above.

1. Enter Username and password.
2. Select “Sign In.”
3. If you forgot your username, contact our department to retrieve.
4. If you forgot your password, select ‘Forgot your password?’ and follow the prompts on the screen.



The screenshot shows the FHLBank Topeka login interface. On the left is a large image of a row of houses under a blue sky. On the right is the login form. At the top right of the form is the FHLBank Topeka logo and the word "Welcome". Below this is the text "Sign in with your FHLBank Topeka AHP sponsor account". The main heading is "Sign in with your user name". There are two input fields: "Username" with the text "JaneDoe" and "Password" with masked characters. A link "Forgot your password?" is next to the password field. Below the fields is a blue "Sign in" button. At the bottom, there is a link "Don't have an account? Sign up now". Three red boxes with arrows provide annotations: one box labeled "Enter Username and Password." points to both the username and password fields; another box labeled "Select 'Sign in.'" points to the "Sign in" button; and a third box labeled "Forgot your password?" points to the corresponding link.



RECEIVING AND ENTERING THE VERIFICATION CODE

Select the method by which you want to receive the verification code.

Verification Code Received Via Text: If a verification code will be received via text, follow the prompts on the screen.

1. Once the text is received, enter the verification code in the space provided. **The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.**
2. If the verification code is entered within three minutes and is entered correctly, you will automatically be advanced to the next screen.

The screenshot shows the FHLBank Topeka 'Welcome' screen. The title is 'Verify your FHLBank Topeka AHP sponsor account'. Below this, it says 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' The phone number is masked as 'XXX-XXX-XXXX'. There are three buttons: 'Send Code', 'Call Me', and 'Cancel'. A red box highlights the 'Send Code' button with the text 'Select method by which you want to receive the verification code.'

Verification Code Received Via Phone: If the verification will be received via phone call, follow the voice prompts in the phone call. **Verifications received via phone call must be made to your direct line.**

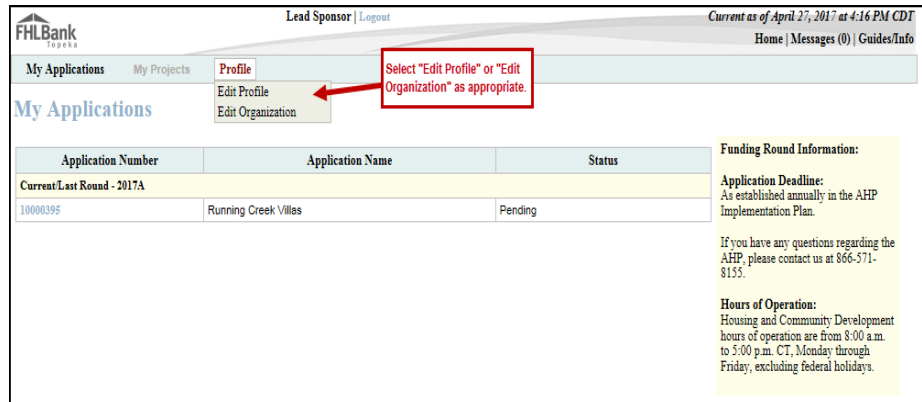
1. You must answer your phone. The verification process cannot take place with voice mail.
2. Upon following the voice prompts, you will automatically be advanced to the next screen.

The screenshot shows the FHLBank Topeka 'Welcome' screen. The title is 'Verify your FHLBank Topeka AHP sponsor account'. Below this, it says 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' The phone number is 'XXX-XXX-9149'. It says 'Enter your verification code below, or send a new code'. There is a text input field containing '798858' and a 'Cancel' button. A red box highlights the input field with the text 'If the code is received via text, enter the code as shown below.'

EDITING THE USER PROFILE

Once you are logged in, to make changes to the User Profile:

1. Go to the "My Applications" or "My Projects" page.
2. In the "Profile" drop-down menu, select "Edit Profile."
3. Edit information as needed.
4. Review information for accuracy and select "Save" to submit.
5. Only editable fields may be changed. Contact HCD at 866.571.8155 if you need to change the email address displayed on this screen.



Lead Sponsor | Logout

Current as of April 27, 2017 at 4:16 PM CDT

Home | Messages (0) | Guides/Info

My Applications My Projects Profile

My Applications

Application Number	Application Name	Status
Current/Last Round - 2017A		
10000395	Running Creek Villas	Pending

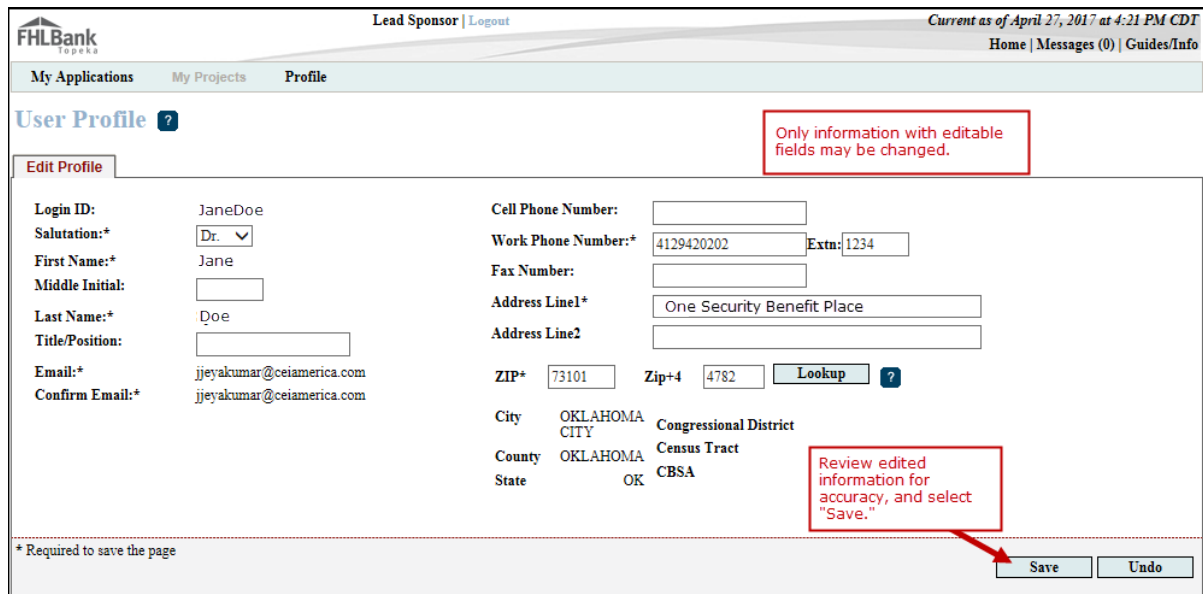
Funding Round Information:

Application Deadline:
As established annually in the AHP Implementation Plan.

If you have any questions regarding the AHP, please contact us at 866-571-8155.

Hours of Operation:
Housing and Community Development hours of operation are from 8:00 a.m. to 5:00 p.m. CT, Monday through Friday, excluding federal holidays.

***The phone number displayed on this screen is not the phone number provided at registration to be used for the two-tier authentication process. If you need to change the phone number or email addressed used to register, contact HCD at 866.571.8155.



Lead Sponsor | Logout

Current as of April 27, 2017 at 4:21 PM CDT

Home | Messages (0) | Guides/Info

My Applications My Projects Profile

User Profile ?

Edit Profile

Only information with editable fields may be changed.

Login ID: JaneDoe

Salutation*: Dr. ▼

First Name*: Jane

Middle Initial:

Last Name*: Doe

Title/Position:

Email*: jjeyakumar@ceiamerica.com

Confirm Email*: jjeyakumar@ceiamerica.com

Cell Phone Number:

Work Phone Number*: 4129420202 Extn: 1234

Fax Number:

Address Line1*: One Security Benefit Place

Address Line2:

ZIP*: 73101 Zip+4: 4782 Lookup ?

City: OKLAHOMA CITY Congressional District

County: OKLAHOMA Census Tract

State: OK CBSA

Review edited information for accuracy, and select "Save."

* Required to save the page

Save Undo

EDIT ORGANIZATION

To make changes to the Organization:

1. Go to the "My Applications" or "My Projects" page.
2. In the "Profile" drop-down menu, select "Edit Organization."
3. Select "Edit current organization (organization name)."
Do not select "Select another organization" or "Create new organization."
4. Select "Next."

*****Only editable fields may be updated.**

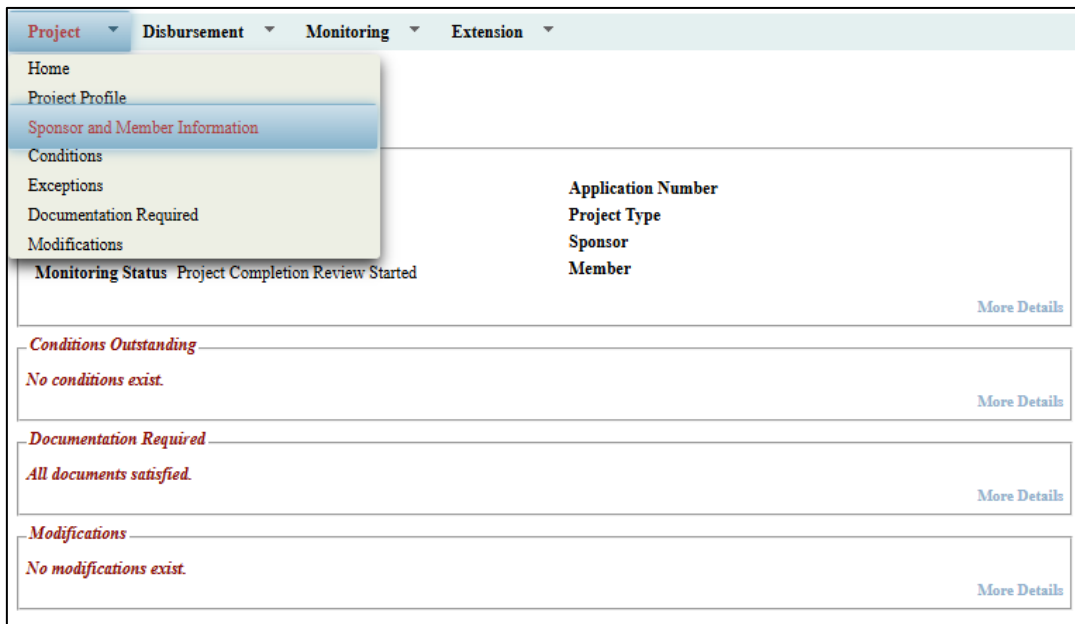
1. Select information to be edited.
2. Edit information as needed.
3. Review information for accuracy and select "Next" to continue.
4. Continue process through the "Review and Submit" screen. Review information for accuracy. Select "Submit."
5. On the "Confirmation" screen, select "Finish."

SELECTING ASSIGNED CONTACTS

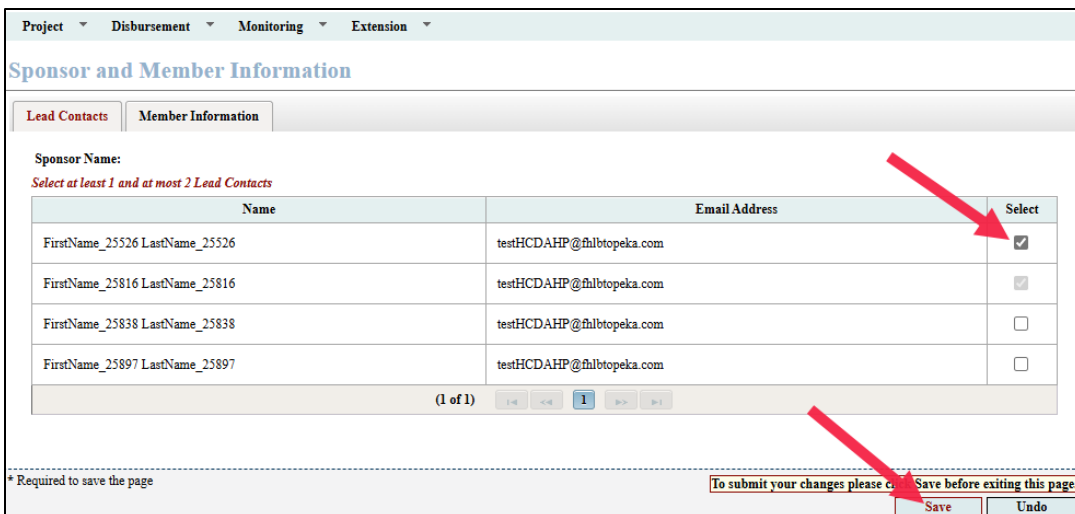
Only two contacts may be selected for a project at any given time.

1. To change contacts when needed, navigate to the project in AHP Online and select "Project" then "Sponsor and Member Information."
2. Unselect the checkbox next to your name and select the other contact.
3. Ensure everything is correct and select "Save."

***You will no longer have access and will immediately be logged out. If you need access again, another contact will need to walk through the same process to re-select contacts.



The screenshot shows the 'Project' dropdown menu open, with options: Home, Project Profile, Sponsor and Member Information (highlighted), Conditions, Exceptions, Documentation Required, and Modifications. Below the menu, the 'Monitoring Status' section shows 'Project Completion Review Started'. To the right, a list of application details is shown: Application Number, Project Type, Sponsor, and Member. A 'More Details' link is present at the bottom right of this section.



The screenshot shows the 'Sponsor and Member Information' page. The 'Lead Contacts' tab is active, displaying a table of contacts. A red arrow points to the 'Select' checkbox for the first contact. Below the table, a red arrow points to the 'Save' button. A warning message at the bottom states: 'To submit your changes please click Save before exiting this page.' The 'Save' button is highlighted in red.

Name	Email Address	Select
FirstName_25526 LastName_25526	testHCD AHP@fhlbtpeka.com	☒
FirstName_25816 LastName_25816	testHCD AHP@fhlbtpeka.com	☒
FirstName_25838 LastName_25838	testHCD AHP@fhlbtpeka.com	☐
FirstName_25897 LastName_25897	testHCD AHP@fhlbtpeka.com	☐

Information Security

WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.
- Amazon Web Service Cloud Security website: <https://aws.amazon.com/security/>
- Information on Assurance certifications: <https://aws.amazon.com/compliance/pci-data-privacy-protection-hipaa-soc-fedramp-faqs/>

USEFUL LINKS:

- Business Continuity Plan: <https://www.fhlbtopeka.com/corporate-governance/business-continuity-plan>
- Fraud Awareness: <https://www.fhlbtopeka.com/corporate-governance-fraud-awareness>
- FHLBank Information Assurance: <https://www.fhlbtopeka.com/corporate-governance-information-assurance>
- Internal Control System: <https://www.fhlbtopeka.com/corporate-governance-internal-control-system>

FOR TECHNICAL ASSISTANCE:

Contact Housing and Community Development via the contact information below with questions or difficulty logging in. When contacting Housing and Community Development, provide your contact information (name, phone number, and email) and a description of the issue.

Phone: 866.571.8155

Email: hcdahp@fhlbtopeka.com

FYI

To protect sensitive information, after logging out of AHP Online, close all browser windows.